

## 6-04-020 Logistics Officer Duties

### Los Angeles County Sheriff's Department

**Unit Order: #6-04-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 09-05-97**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-10-19**

**SOUTH FACILITY**

**Review Date: 04-10-21**

**Subject:** Logistics Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility utility officer.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to the position of utility officer.

**ORDER:**

The PDC South utility officer shall report to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as utility officer shall include, but not be limited to the following:

- Provide direct supervision of assigned inmate utility work crew
  
- Ensure PDC South Facility is in an acceptable state of repair
  
- Supervise inmate workers in landscaping and maintaining the grounds at PDC South Facility
  
- Coordinate and supervise all maintenance and repair work with Facilities Services Bureau (FSB) or private vendors as required
  
- Maintain records and provide required reports
  
- Comply with the following procedures regarding inmate accountability:
  - Maintain a complete list of all inmates assigned to their work crew which shall include the full name, race, age, charge, housing location, and booking number of each assigned inmate
  
  - Conduct wristband counts each work day
  
  - Conduct a body count of all inmates assigned to the utility crew every hour, on the hour
  
  - Complete a count sheet each day which will reflect all required counts; the check-out count, the check-in count, lunch counts, and hourly counts
  
  - Save the count sheet at the end of each shift

- Provide FSB with inmate labor at PDC South for the following:
  - Plumbing
  - Electrical
  - Milling
  - Carpentry/construction
  - Heating and air conditioning
  - Sheet metal
  - Masonry
  - Repairs
  - Demolition/clean-up
  - General maintenance
  - Sandbagging and storm drain clean-out (during inclement weather)
- Secure all tools used by inmates
- Provide inmate workers to deliver all inmate sack meals (breakfast and lunch) to all compounds
- Assist maintenance/special projects with maintenance requests submitted by line personnel via the PDC South intranet page:  
  
[http://intranet/intranet/sites/pdc\\_south/ver2/ops/Maint.xsn](http://intranet/intranet/sites/pdc_south/ver2/ops/Maint.xsn)
- Assist maintenance/special projects with reporting and recording maintenance requests using the Maximo service website:  
  
<http://lasdmaximo2/maximo/webclient/login/login.jsp?welcome=true>

- Assist maintenance/special projects with logging all emergent maintenance requests on the maintenance request log
- Check upper and lower compounds for gas, water, or safety problems
- Search inmate crews leaving work areas prior to returning to their housing locations

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

**Revision Date 04/09/19**

**09/05/97 SOUF**

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